

POSTING DATE: June 10, 2022

CLOSING DATE: June 24, 2022



**DRIVER AND VEHICLE  
SAFETY DIVISION  
MISSOURI STATE HIGHWAY PATROL**

**CAREER OPPORTUNITY BULLETIN**

**JOB ID: 1787**

**TITLE:** CLERK TYPIST I, II, OR III

**DESCRIPTION:** A Clerk Typist position exists within the Missouri State Highway Patrol's Driver and Vehicle Safety Division. The official domicile for this position is Jefferson City, Missouri. This position is classified as non-exempt under the Fair Labor Standards Act. Click [HERE](#) to view our employee benefits.

*This position may be eligible for teleworking.*

**POSITION SUMMARY:** This position performs typing and clerical work of ordinary difficulty. An employee of this class performs routine office work following well-established procedures, which can be readily learned by on-the-job training. Detailed instructions are given at the beginning of work and on subsequent new assignments. General supervision is received from designated supervisor.

Click [HERE](#) for a more detailed job description.

**QUALIFICATIONS:** The following represents the minimum qualifications used to accept applicants, provided that equivalent substitution will be permitted in case of deficiencies in either experience or education.

**Clerk Typist I:** Possession of a high school diploma or equivalent. **Clerk Typist II:** Possession of a high school diploma or equivalent and possess one year experience as a Clerk Typist I or comparable experience.

**Clerk Typist III:** Possession of a high school diploma or equivalent and possess two years' experience as a Clerk Typist II or comparable experience.

Possess the skill to type at a rate of 40 words per minute with ten (10) errors or less.

**SALARY RANGE (Semi-monthly):** The minimum starting salary is \$1,300.00; however, salary may be commensurate with experience.

**APPLICATION PROCEDURE:** Individuals, including current Patrol employees, interested in this position must visit our website at <https://statepatrol.dps.mo.gov/> to complete and submit an [application](#) and typing test (<http://mshp-hrd.AssessTyping.com>) prior to the application deadline. Resumes will not be accepted in lieu of the application. Individuals who have previously completed an application must access their profile in the system to re-apply.

Interview boards are tentatively scheduled for the week of July 4, 2022. The tentative start date for this position is within 30 days of the interview.

**ADDITIONAL INFORMATION:** Final selection may be based upon several factors, e.g., results of an oral interview, written examination or exercise, review of past work performance, performance evaluations, and/or candidate's possession of the knowledge, skills, and abilities deemed necessary for successful performance in the job.

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Once a job offer has been made, employment with the Missouri State Highway Patrol is contingent upon the successful results of a background investigation and Patrol administered drug test. The Missouri State Highway Patrol is a Drug Free Workplace.

Some Patrol duties relate to criminal activity. Therefore, employees may be exposed to written material, photographs, and/or verbal language of a sexual nature. The requirements of this position are not intended to create a hostile work environment; however, it is work of an extremely sensitive nature. A copy of the Missouri State Highway Patrol policy on sexual harassment is available upon request.

To be eligible for employment with the Patrol, applicants must meet all dress and appearance requirements. Click [HERE](#) for more details about dress and appearance requirements.

**EEO STATEMENT:** The Missouri State Highway Patrol is an equal opportunity employer. All qualified applicants will be considered for employment without regard to race, color, religion, sex, age, national origin, veteran status, ancestry, sexual orientation, or disability.

**FACILITATOR:** Heather Veltrop  
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